

Terms of Reference for Personal Assistant to CEO

Position Title: Personal Assistant to CEO

Department: CEO's Office

Reports To: CEO

Summary:

The Personal Assistant to the CEO (PA to CEO) is responsible for providing high-level administrative and executive support to the CEO. This includes managing the CEO's schedule, handling internal and external communications, and coordinating special projects and events. The PA to CEO plays a critical role in ensuring the smooth operation of the CEO's office and supporting the CEO in achieving their goals.

Essential Duties and Responsibilities:

- Manage the CEO's calendar and schedule meetings, appointments, and travel.
- Handle the CEO's correspondence, including email, phone calls, and visitors.
- Prepare presentations and briefing materials for the CEO.
- Coordinate special projects and events on behalf of the CEO.
- Manage the CEO's office budget and expenses.
- Provide confidential administrative support to the CEO.
- Maintain a professional and organized office environment.

Required Competencies, Knowledge, Skills and Abilities

- At least 3+ years of experience in STCBL.
- Excellent organizational, time management, and communication skills (both in Dzongkha and English).
- Ability to work independently and as part of a team.
- Strong attention to detail and accuracy.
- Discretion and confidentiality.
- Experience in the usage of computers and Microsoft Programs (MS word, excel, etc)